



State of California—Health and Human Services Agency
Department of Health Services



SANDRA SHEWRY
Director

ARNOLD SCHWARZENEGGER
Governor

November 30, 2006

PPL No. 06-023

TO: All Local Educational Consortiums (LEC),
Local Governmental Agencies (LGA), and
Local Educational Agencies (LEA) Coordinators for
Medi-Cal Administrative Activities (MAA)

SUBJECT: MAA SCHOOL-BASED INVOICE TRAINING SESSIONS

The California Department of Health Services' (CDHS) School-Based Medi-Cal Administrative Activities unit (SMAA) is conducting a MAA School-Based Invoice training workshop to be held in four different locations throughout the state.

The purpose is to present an understanding of how to create an invoice using the new California School-Based MAA Manual, specifically:

1. Determining the Medi-Cal Percentage.
2. Instructions for preparing the MAA Detail Invoice and the MAA Summary Invoice.
3. Averaging quarter time survey results.

The training session will take place on the following dates and locations:

Tuesday, February 6, 2007

Time: 1:00 pm – 4:00 pm
Tehama County Office of Education
1135 Lincoln Street, Oak Room
Red Bluff, CA 96080

Thursday, February 8, 2007

Time: 1:00 pm – 4:00 pm
Contra Costa County Schools
Insurance Group
550 Ellinwood Way
Pleasant Hill, CA 94523

Tuesday, February 13, 2007

Time: 1:00 pm – 4:00 pm
Department of Health Services
1500 Capitol Avenue,
Building 172, Training Rooms A, B, C
Sacramento, CA 95814

Tuesday, February 27, 2007

Time: 10:00 am – 2:00 pm
Inland Empire Health Plan
303 East Vanderbilt Way
San Bernardino, CA 92408

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This training is **mandatory** for all LECs and LGAs claiming MAA for schools. LEAs will not be allowed to claim MAA for fiscal year 2006/2007 and/or 2007/2008 if their LEC/LGA Coordinator or the Coordinator's authorized alternate representative has not attended this training.

Registration for this forum is required. Please complete the attached registration form identifying the person(s) who will be attending and return the registration to CDHS by January 12, 2007. A registration form must be completed for **each** person planning to attend.

If you are unable to attend and wish to send an alternate representative in your place (i.e., representatives from your staff and/or the school-based claiming unit staff), a written request with justification must be sent to CDHS with the registration form. Please note that vendors will not be accepted as the sole alternate representatives for an LGA or LEC. The alternate representative (attendee) requests **must be approved by CDHS by January 12, 2007.**

Space for this forum is limited and priority will be given to LECs, LGAs, and LEA MAA Coordinators and their staff. Vendor participation will be limited based on capacity.

Send registration forms and justifications to Cindy Smith via e-mail at csmith3@dhs.ca.gov or fax forms to (916) 552-9572. If you have additional questions or concerns, please contact either Cindy Smith at (916) 552-8390 or Heather Dabbert at (916) 552-8018. You will receive a confirmation for your training date and location by e-mail by **January 26, 2007.**

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Section

Attachment

cc: Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94019